

POLICY/PROCEDURE NUMBER:

**E – 6.2**

DATE: January 2019	SUBJECT: <b>Terms of Reference</b>
ISSUE: <b>Canadian Healthcare Construction Course Subcommittee (CanHCC)</b>	
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## Terms of Reference

### Canadian Healthcare Construction Certificate Subcommittee

**1. Purpose:**

- 1.1 The purpose of the **Canadian Healthcare Construction Certificate Subcommittee** is to review, monitor and provide recommendations to the Professional Development Committee on the Canadian Healthcare Construction Certificate (CanHCC) program.

**2. Meetings:**

- 2.1 Meetings of this committee will be held by teleconference quarterly or at the discretion of the chair.
- 2.2 The CHES National Office will be responsible for recording minutes of each meeting. Minutes shall clearly identify decisions made, items requiring further action and persons responsible for follow-up action, and recommendations to the Professional Development committee.
- 2.3 All minutes will be copied to the Chair of the Professional Development Committee.
- 2.4 A quorum of the Subcommittee present at the meeting shall consist of three (3) members of whom at least one (1) must be the Chair and one (1) must be a faculty member.

**3. Membership:**

- 3.1 With the exception of the National Office representative, members of the subcommittee shall consist of a mix of non-faculty CHES members and CanHCC faculty.
- 3.2 The Chair of the Subcommittee shall be non-faculty to prevent a conflict of interest.
- 3.3 The term of the Chair of the CanHCC Subcommittee shall be two years.
- 3.4 No Chair shall serve more than two consecutive terms.
- 3.5 Subcommittee members serve a 2 year term, but are permitted to extend their membership up to an additional 2-year term.
- 3.6 The committee will be comprised of the following members:
  - Chair (PD Committee Member)
  - Chair, Professional Development
  - CHES, Executive Liaison
  - 2 CanHCC faculty (1 faculty to be changed on alternating and opposite years)
  - National Office Representative
  - Minimum of 2 CHES Members-at-Large (to be changed on alternating and opposite years)

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**4. Responsibilities:**

- 4.1 Program oversight
- 4.2 Assessment of program content annual review
- 4.3 Presentation to Professional Development Committee regarding program changes
- 4.4 Financial analysis, Budget preparation
- 4.5 Annual program location determination via Chapters participation
- 4.6 Work with CHES National Office for administration development
- 4.7 Review/approve marketing
- 4.8 Act as spokespersons for program and promotion
- 4.9 Review ASHE Contract
- 4.10 Oversee Faculty Succession Process

*Developed January 7, 2019*

*Revised May 15, 2020*

*Revised September 2020*